



City of Belmont

AGENDA BRIEFING FORUM

MATRIX

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15 August 2017

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ATTACHMENTS INDEX

Nil.

Councillors are reminded to retain the attached Ordinary Council Meeting Agenda (inclusive of the OCM Attachments) for deliberation at the meeting scheduled for 22 August 2017

**INFORMATION MATRIX FROM THE AGENDA BRIEFING FORUM HELD IN THE
COUNCIL CHAMBERS OF CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT STREET,
CLOVERDALE ON TUESDAY, 14 AUGUST 2017 COMMENCING AT 7.00PM**

INFORMATION MATRIX

PRESENT

Cr P Marks, Mayor (Presiding Member)	East Ward
Cr R Rossi, JP, Deputy Mayor	West Ward
Cr L Cayoun	West Ward
Cr P Hitt	West Ward
Cr B Ryan	East Ward
Cr P Gardner	South Ward
Cr J Powell	South Ward
Cr S Wolff	South Ward

IN ATTENDANCE

Mr R Garrett	Director Corporate and Governance
Mrs J Hammah	Director Community and Statutory Services
Mr S Morrison	A/Director Technical Services
Mr S Monks	Manager Finance
Mrs M Lymon	A/Manager Governance
Ms E Cashman	A/Principal Governance and Compliance Advisor
Ms S D'Agnone	Governance Officer

MEMBERS OF THE GALLERY

There were two members of the public in the gallery and no press representative.

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 7.00pm, welcomed those in attendance, and read the Acknowledgement of Country.

It is important that we acknowledge the traditional owners of the land on which we are meeting today the Noongar Whadjuk people and pay respect to Elders both past and present.

The Presiding Member invited Cr Powell to read aloud the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers. Cr Powell read aloud the affirmation.

Affirmation of Civic Duty and Responsibility
I make this affirmation in good faith and declare that I will duly, faithfully, honestly, and with integrity fulfil the duties of my office for all the people in the City of Belmont according to the best of my judgement and ability. I will observe the City's Code of Conduct and Standing Orders to ensure the efficient, effective and orderly decision making within this forum.

2. APOLOGIES AND LEAVE OF ABSENCE

Cr M Bass (Absent)

Mr S Cole (Apology)

Mr R Lutey (Apology)

Mr J Olynyk, JP (Apology)

East Ward

Chief Executive Officer

Director Technical Services

Manager Governance

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Name	Item No and Title	Nature of Interest (and extent, where appropriate)
Cr B Ryan	Item 13.3 Notice of Motion (Cr Bass) – Request for <i>Local Government Act 1995</i> Amendments Regarding Property Developers and Real Estate Agents	Indirect Financial Interest Cr Ryan is a Real Estate Agent.

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Name	Item No and Title
Cr P Gardner	Item 12.2 2017 Policy Manual Review
Cr P Gardner	Item 13.2 Notice of Motion (Cr Bass) – Policy Relating to Invitations to Official Functions

4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

4.1 ANNOUNCEMENTS

Nil.

4.2 DISCLAIMER

7.02pm The Presiding Member drew the public gallery's attention to the Disclaimer.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the City on the operation of a written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as legal advice or a representation by the City. Any advice on a matter of law, or anything sought to be relied upon as a representation by the City should be sought in writing and should make clear the purpose of the request.

5. PUBLIC SUBMISSION TIME

7.03pm The Presiding Member opened the period allotted for Public Submission Time and drew the gallery's attention to the Rules for Public Submission Time. No Public Submissions were received.

7.03pm As there were no submissions received, the Presiding Member closed Public Submission Time.

6. ORDINARY COUNCIL MEETING AGENDA FOR MEETING TO BE HELD 22 AUGUST 2017

6.1 AGENDA ITEMS FOR REVIEW

Item No. Officer Presentations / Deputation Presentations / Councillor Comment	
AGENDA ITEMS FOR REVIEW	
12.1	Appointment of Sister City Council Representative and Tour Manager (January 2018) <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> Nil. <u>Further Information to be Provided</u> Nil.

Note:

Cr P Gardner declared an interest that may affect impartiality in Item 12.2 2017 Policy Manual Review

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.2	<p data-bbox="352 387 735 423">2017 Policy Manual Review</p> <p data-bbox="352 454 699 490"><u>Deputation Presentation</u></p> <p data-bbox="352 521 400 557">Nil.</p> <p data-bbox="352 622 639 658"><u>Officer Presentation</u></p> <p data-bbox="352 689 400 725">Nil.</p> <p data-bbox="352 790 612 826"><u>Notes from Forum</u></p> <ul data-bbox="352 857 1394 1982" style="list-style-type: none"><li data-bbox="352 857 1394 992">• There is no specific provision in BEXB18 Official Council Photograph for Elected Members to decline an official photograph. It is considered that declining the display of a photograph as an Elected Member is incongruous with holding public office.<li data-bbox="352 1025 1394 1160">• The same provisions are in place once an Elected Member leaves office. In general the City will only display individual photographs of current Elected Members and Mayors past and present, however historical group photographs of prior Councils may be displayed.<li data-bbox="352 1193 1394 1261">• A request not to display individual photographs of Elected Members would be considered based on the relevant circumstances.<li data-bbox="352 1294 1394 1395">• The City's practice is to name facilities in line with location and use (eg Rivervale Community Centre) so that the community can easily recognise relevant facilities.<li data-bbox="352 1429 1394 1597">• Councillors can provide recommendations relating to policy at any time. In this instance, Council or any community member can recommend or request that rooms within facilities be named in accordance with SB4 Naming of Council Facilities, to recognise notable service to the Belmont community.<li data-bbox="352 1630 1394 1697">• The majority of the City's plant and equipment is fully functional and disposed of as a trade in, or for a price.<li data-bbox="352 1731 1394 1843">• The City continues to contact charitable organisations that can make use of its second hand equipment; however there are challenges, complexities and costs involved in removing confidential data from hard drives.<li data-bbox="352 1877 1394 1982">• Often it is more practical for professional organisations to undertake this work, however the City will continue to consider donation of equipment where possible.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
	<p data-bbox="355 255 600 286"><i>Item 12.2 Continued</i></p> <p data-bbox="355 318 842 349"><u>Further Information to be Provided</u></p> <ul data-bbox="355 389 1393 1070" style="list-style-type: none"><li data-bbox="355 389 1393 734">• The Director Community and Statutory Services undertook to provide Councillors with further information relating to:<ul data-bbox="419 479 1393 734" style="list-style-type: none"><li data-bbox="419 479 1393 582">○ whether each of the clubs or organisations provided a ‘Specific Donation’ in accordance with SB2 Donations – Financial Assistance provides a report to the City regarding the acquittal of funds.<li data-bbox="419 604 1393 672">○ the number of members of the Belmont Tennis Club and the Belmont Bowling Club.<li data-bbox="419 694 1393 734">○ the number of schools that receive YouthCARE chaplaincy services.<li data-bbox="355 766 1393 900">• The Director Corporate and Governance undertook to provide Councillors with information on the provision of periodic reports of legal advice received by the City in accordance with BEXB17 Reports on Legal Advice to Elected Members<li data-bbox="355 967 1393 1070">• The Director Corporate and Governance undertook to provide Councillors with information relating to the storage and retention of plaques removed from City buildings.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.3	<p data-bbox="352 226 1391 286">Operational Comparison – Report on a Matter of Governance at the Shire of Dowerin</p> <p data-bbox="352 327 699 356"><u>Deputation Presentation</u></p> <p data-bbox="352 394 395 423">Nil.</p> <p data-bbox="352 495 639 524"><u>Officer Presentation</u></p> <p data-bbox="352 562 395 591">Nil.</p> <p data-bbox="352 663 612 692"><u>Notes from Forum</u></p> <ul data-bbox="352 730 1391 1274" style="list-style-type: none"><li data-bbox="352 730 1391 831">• All credit card transactions are detailed individually in the monthly accounts for payment listing. However, the statement does not specify that the payment is a credit card transaction.<li data-bbox="352 869 1391 969">• Credit cards are used in regards to debt collection costs. Lodgement of claims through the courts requires payment by credit card. This is the only method of payment.<li data-bbox="352 1008 1391 1108">• Miscellaneous credit card transactions include catering supplies purchased at supermarkets or urgent purchases relating to events and functions.<li data-bbox="352 1146 1391 1207">• A credit card is used to enable bookings for conferences, seminars and airfares for Officers and Elected Members.<li data-bbox="352 1245 1391 1274">• Credit card transactions are a very small proportion of the City's accounts. <p data-bbox="352 1346 842 1375"><u>Further Information to be Provided</u></p> <p data-bbox="352 1413 395 1442">Nil.</p>

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.4	Accounts for Payment - July 2017 <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> <ul style="list-style-type: none">• EF051136 – \$717.28 – Local Government Officers Group Conference Sending a delegate for the retiring Chief Executive Office to this conference was not considered. However it was considered an opportunity for the outgoing CEO to pave the way for the incoming CEO. As this is a CEO's group, alternative delegates would not normally be received. <u>Further Information to be Provided</u> Nil.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
12.5	Monthly Activity Statements as at 31 July 2017 <u>Deputation Presentation</u> Nil. <u>Officer Presentation</u> Nil. <u>Notes from Forum</u> Nil. <u>Further Information to be Provided</u> Nil.

7. REPORTS BY THE CHIEF EXECUTIVE OFFICER

Note:

Cr P Gardner declared an interest that may affect impartiality in Item 13.2 Notice of Motion (Cr Bass) – Policy Relating to Invitations to Official Functions.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
13.2	<p>Notice of Motion (Cr Bass) – Policy Relating to Invitations to Official Functions</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <ul style="list-style-type: none">• Notices of Motion will be included in the Agenda unless they are withdrawn prior to publication. After which the Notice of Motion can be withdrawn at the Ordinary Council Meeting. <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

Note:

Cr B Ryan declared an indirect financial interest in Item 13.3 Notice of Motion (Cr Bass) – Policy Relating to Invitations to Official Functions.

Item No.	Officer Presentations / Deputation Presentations / Councillor Comment
13.3	<p>Notice of Motion (Cr Bass) – Request for <i>Local Government Act 1995</i> Amendments Regarding Property Developers and Real Estate Agents</p> <p><u>Deputation Presentation</u></p> <p>Nil.</p> <p><u>Officer Presentation</u></p> <p>Nil.</p> <p><u>Notes from Forum</u></p> <p>Nil.</p> <p><u>Further Information to be Provided</u></p> <p>Nil.</p>

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

9. CLOSURE

There being no further business, the Presiding Member thanked everyone for their attendance and closed the meeting at 7.26pm.